



# NASA Policy Directive

**NPD 1450.12C**

Effective Date: March 26, 1999

Expiration Date: March 26, 2009

**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

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## **Subject: Handling Correspondence And Information From The Executive Office Of The President (Revalidated 01/09/04)**

**Responsible Office: Executive Secretariat**

### **1. Policy**

To ensure the effective distribution and coordination of correspondence from the Executive Office of the President, a single point of contact has been established. The NASA Communications and Mail Management Office has the responsibility to receive for the Agency and assign actions tasked via correspondence from those organizations identified within the United States Government Manual as belonging to the Executive Office of the President. This correspondence consists of documents sent or received in paper or electronic medium either under Federal law or in connection with the transaction of public business.

This directive does not abridge the rights of NASA employees to communicate as private citizens with the Executive Office of the President.

### **2. Applicability**

- a. This directive is applicable to NASA Headquarters and NASA Centers, including Component Facilities.
- b. This directive is not applicable to matters related to or involving NASA administrative proceedings or court actions.

### **3. Authority**

42 U.S.C. 2473(c) (1), Section 203(c) (1) of the National Aeronautics and Space Act of 1958, as amended.

### **4. References**

- a. U.S. Government Manual.
- b. NPR 1450.10, NASA Correspondence Management and Communications Standards and Style.

### **5. Responsibility**

- a. The White House Liaison will provide the following:
  - (1) Direct handling procedures for the correspondence from the Executive Office of the President.
  - (2) Provide liaison between the Executive Office of the President and NASA and prescribe special procedures for the Agency's management of specific correspondence and related actions from the Executive Office of the President.
- b. The Officials-in-Charge of Headquarters Offices and Directors of NASA Centers will accomplish the following:
  - (1) Expeditiously provide the NASA Communications and Mail Management Office a copy of the correspondence received directly from the Executive Office of the President that should be brought to the attention of the White House Liaison. This will ensure that a copy of the correspondence is retained within the official records and actions are tasked, as required.
  - (2) Furnish the White House Liaison with the details of requests for information that were made directly by the Executive Office of the President.
- c. Chief, NASA Communications and Mail Management Office, will ensure that correspondence from the Executive

Office of the President, to include mail addressed or referenced by the Executive Office of the President to Officials in the Office of the Administrator or addressed or referenced as NASA only, will be reviewed for content and that actions requiring the attention of a NASA Headquarters code are assigned. Additionally, the following procedures will be observed.

(1) Correspondence that is clearly marked to be opened by a specific NASA official, the Office of the Inspector General, or a labor union official, so identified by title, will be delivered to the addressee unopened.

(2) Correspondence addressed to NASA or to Officials in the Office of the Administrator will be managed as controlled correspondence. This process includes the following:

(a) Correspondence will be reviewed for content and actions will be assigned to the appropriate responsible codes.

(b) Actions will be assigned due dates based upon the content of the document or 10 working days, whichever is shorter.

(c) A copy of the letter will be forwarded to the addressee, with the cover sheet assigning the action, and an information copy will be provided to the White House Liaison. Information copies will be provided to other NASA Headquarters codes, as required.

(3) Actions and schedules will be assigned, as required, to coincide with those prescribed by the Executive Office of the President for White House-referred correspondence categorized as Draft Replies, Direct Replies, and Bulk Mail.

d. The Headquarters Mail Program Manager will ensure that all mail addressed to NASA or to NASA Officials in the Office of the Administrator from the Executive Office of the President is delivered expeditiously and unopened to the NASA Communication and Mail Management Office.

## 6. Delegation of Authority

None.

## 7. Measurements

In assessing whether NASA is in compliance with current regulations, the NASA Communications and Mail Management Office will do the following:

a. Maintain a recordkeeping system of accountability for the incoming cases of correspondence and requests for information from the Executive Office of the President to the Office of the Administrator.

b. Ensure that the Office of the Administrator's records are maintained in accordance with applicable records retention schedules pursuant to NPD 1440.6, NASA Records Management.

c. Maintain a tracking system of accountability for the incoming cases of correspondence and requests for information from the Executive Office of the President to the Office of the Administrator to include the number and date of incoming cases and the number of closed cases.

## 8. Cancellation

NPD 1450.12B, dated March 26, 1999.

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## Revalidated

January 9, 2004, Original signed by

**/s/ Daniel S. Goldin**  
**Administrator**

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## Attachment A: (Text)

None.

## (URL for Graphic)

None.

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